

Filters User Guide

Managing webmail can prove to be a challenge in our busy society. We are often bombarded with impersonal messages that are the result of being an address on a large distribution list or the target of a marketing campaign. What can be done to manage the sheer volume of incoming webmail we receive?

Webmail Filters are the perfect solution for managing our incoming and outgoing mail.

Fortunately, setting up webmail filters is a fairly simple process. By capitalizing on the intuitive and efficient nature of our webmail service, you can easily set up filters to manage incoming and outgoing email messages, including calendar-related messages and Activity Streams. A filter consists of one or more conditions and one or more actions. You can base a condition on a subject, email messages from a specific person, or messages for a particular date. If the message matches the conditions, a specified action of your choosing is performed.

You can create filters to do the following:

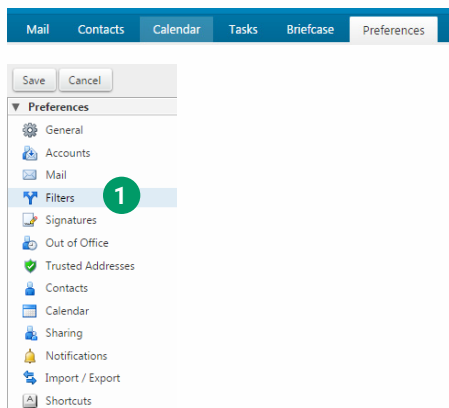
- » **Sort incoming messages into folders.** For example, all email messages from a particular individual are automatically moved into a specified folder upon receipt.
- » **Tag messages.** Email messages regarding a particular event are marked with the 'Events' tag, for example.
- » **Forward or discard email.** For example, all email messages received from a particular email address are moved to the Trash folder.
- » **Flag** messages for importance.

Please note: Filters are applied in the order that they are listed. You can change the order at any time.

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Ready to get started by creating a Filter?

- 1 Select **Preferences** from the top menu bar. Then select **Filters** from the drop-down menu that appears.



- 2 Click either **Incoming Message Filters** or **Outgoing Message Filters**.

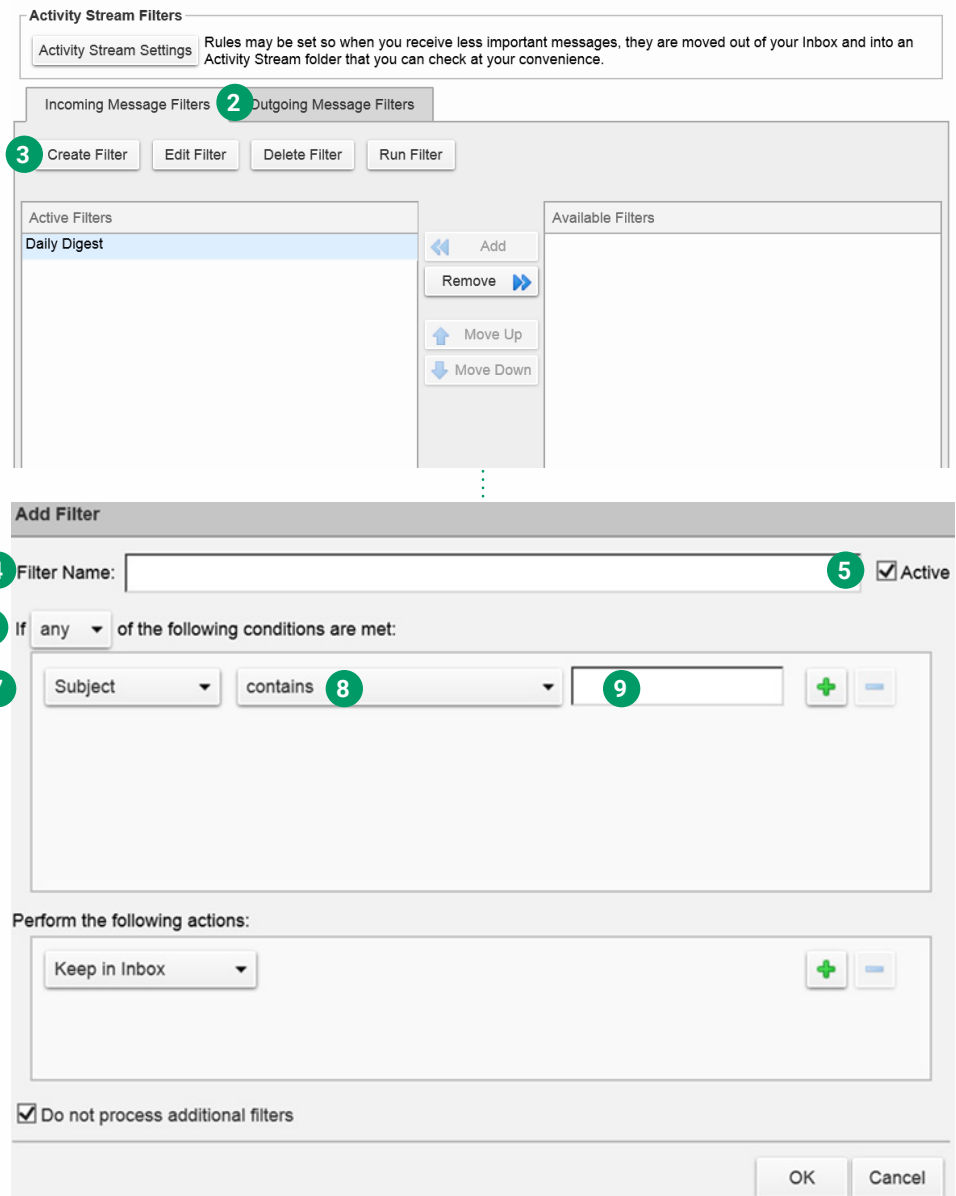
- 3 Select **Create Filter**.

- 4 In the **Add Filter** text box, enter a unique name for the filter.

- 5 To make the filter active, check the **Active** box in the upper right corner.

- 6 Choose whether the message must meet any or all of the listed conditions.

- 7 From the drop-down menu, select which part of the message to apply to the filter, such as *Subject* or *Date*.



- 8 Choose how the item must match, such as *contains* or *does not contain*.

- 9 Enter or select the information to compare against, such as the date, email address, or phrase. Conditions are not case-sensitive.

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Ready to get started by creating a Filter? (cont.)

- 10 To add more conditions, click the **+** button and repeat the above steps. The order of the conditions does not matter.
- 11 Under **Perform the following actions**, choose an action from the drop-down menu, such as *Move into folder*. Depending on the action that you choose, you might need to browse to locate a folder or tag name, or enter an email address to redirect a message.
- 12 To add more actions, click the **+** button and repeat the above step. The actions are applied in the order in which they are listed.
- 13 If you want more than one filter to be applied to a message, uncheck **Do not process additional filters**.
- 14 When you are done creating the filter, click **OK**.

Add Filter

Filter Name: Active

If **any** of the following conditions are met:

Subject contains **10** + -

Perform the following actions: **11**

Keep in Inbox **12** + -

Do not process additional filters **13**

14 OK Cancel

Please note: An email message is evaluated by each active filter, unless you specify that a message is treated only by the first filter that it matches. Usually, you do not want more than one filter applied to a message after

the first match because the message can undergo multiple, perhaps contradictory, actions.

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How to create a Filter from an existing Email Message

Once the filter information is extracted from the message, you can modify the conditions and actions.

- 1 Right-click on an email message and choose **Create Filter**.
- 2 The **Add Filter** dialog box appears populated with the information from the email message.
- 3 In the **Filter Name** text box, type a unique name for the filter.
- 4 Change the conditions and actions as necessary using the drop-down menus.
- 5 Click **OK**.

How to apply a Filter to Email Messages already received

Using a filter is a quick way to organize email by moving messages into folders.

- 1 Go to the **Preferences > Filters** page.
- 2 Click **Run Filter**.
- 3 Select the folders to which to apply the filter.
- 4 Click **OK**. A **Filter run complete** message displays when finished.

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How to create a Filter to organize Calendar Invitations

- 1 Go to the **Preferences > Filters** page.
- 2 Click either **Incoming Message Filters** or **Outgoing Message Filters**.
- 3 Select **Create Filter**.
- 4 In the **Filter Name** text box, enter a unique name for the filter.
- 5 To make the filter active, check the **Active** box in the upper right corner.
- 6 In the Subject drop-down menu, select **Calendar**.
- 7 Select an invite as a replied / not replied or requested / not requested condition from the drop-down menu.
- 8 To add more conditions, click the **+** button and repeat the above steps.
- 9 The order of the conditions does not matter.
- 10 Under **Perform the following actions**, choose an action from the drop-down menu.
- 11 Depending on the action that you choose, you might need to browse to locate a folder or tag name.
- 12 To add more actions, click the **+** button and repeat the above step. The actions are applied in the order in which they are listed.
- 13 If you want more than one filter to be applied to a message, uncheck **Do not process additional filters**.
- 14 Click **OK**.

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How to Set Up an Activity Stream Filter

You can set rules using the Activity Stream filter to move email messages out of your Inbox and into an Activity Stream folder. This allows you to read the filtered email messages at your convenience. For example, you might want to automatically filter the following types of messages into the Activity Stream folder:

- » Messages sent through distribution lists to which you are subscribed.
- » Commercial mass marketing and bulk mail messages.
- » Messages where your address is not in the To or Cc field.
- » Messages from people not in your address book.

- 1 Go to the **Preferences > Filters** page.
- 2 Click **Activity Stream Settings**.

Activity Stream Filters

Activity Stream Settings Rules may be set so when you receive less important messages, they are moved out of your Inbox and into an Activity Stream folder that you can check at your convenience.

3 Select **Enable moving messages into Activity Stream**.

4 Select the rules you want to apply and click **Save**.

5 To configure a more detailed filter, click **Advanced Controls**.

6 Click **OK**. The Activity Stream filter displays in your Active Filters list.

Activity Stream

Rules may be set so when you receive less important messages, they are moved out of your Inbox and into an Activity Stream folder that you can check at your convenience.

Enable moving messages into Activity Stream

Messages sent through distribution lists to which I'm subscribed

Commercial mass marketing and bulk mail messages

Messages where my address is not in the field

Messages from people not in my Contacts

Advanced Controls

Save

Cancel